

16.4 regarding standby, compensatory overtime shall be calculated at the same rate as overtime pay. No employee may accumulate more than 40 hours compensatory time. In the event the employee earns comp-time in a pay period that will result in that employee exceeding the 40-hour balance, the additional hours (except those earned as straight-time compensatory time for standby duty) will be paid as overtime pay for that pay period.

#### Section 16.7 Flexible Working Hours

The department head may, at the request of an employee, authorize such employee to work a schedule of 40 hours per week where some workweek hours per week are other than between 8:00 A. M. to 5:00 P. M., if the department head finds such work schedule is consistent with the operational needs of the department. Approval of a flexible working schedule shall be subject to approval by the department head and City Manager in writing and a copy shall be placed in the employee's personnel file. Initial approval of a flexible work schedule does not entitle or guarantee the employee the right to maintain that flexible work schedule and approval of a flexible work schedule does not limit the rights of management to reassign work hours should the operational needs of the department change on a permanent or temporary basis. To the extent possible, the City agrees to provide notice ten (10) working days in advance of a modification in an employee's previously approved flexible work schedule except for short term modifications or extenuating circumstances.

#### Section 16.8 Weekend Work

Where the seasonal operating needs of a department make it necessary for some employees to work on Saturday and/or Sunday in lieu of the regular Monday through Friday workweek, such weekend work assignments shall be made on a rotational basis based on length of service with the City. To the extent possible, the assignment of weekend work shall be scheduled in advance of the work season.

#### Section 17. Holidays

##### Section 17.1 Holiday Pay

Regular full-time employees shall be entitled to observe all authorized holidays at full pay, not to exceed eight hours for any one day, provided they are in a pay status on both their regularly scheduled workdays immediately preceding and following the holiday.

##### Section 17.2 Authorized Holidays

(a) The following are the eleven (11) authorized holidays:

New Year's Day  
Martin Luther King Day  
Presidents Day

Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day